

NASHVILLE DISTRICT
ANTI-HARASSMENT POLICY

The Nashville District will not tolerate harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, and protected activity (i.e., opposition to prohibited discrimination, or participation in the statutory complaint process). This policy covers harassment by **anyone** in the workplace or a duty-related environment -- supervisors, co-workers, or non-employees -- military or civilian. We will exercise preventive care by prohibiting the types of conduct below, so that we stop harassment before it rises to the level of a violation of federal law.

The following are examples of inappropriate acts or conduct of a sexual nature that may be considered harassing: letters, telephone calls, or distribution or display of photographs and other materials of a sexually explicit or suggestive nature; deliberate touching, leaning over, cornering, or pinching; sexually suggestive looks or gestures; requests, suggestions, or pressure for sexual favors; sexual teasing, jokes, remarks, questions, or other sexually offensive comments; and pressure for a dating or personal relationship.

Examples of non-sexual, harassing behaviors include: jokes, slurs, epithets, derogatory language, or demeaning conduct about, and/or directed toward, individuals or groups of people based on their membership in a certain EEO category.

Individuals who are recipients of the types of prohibited conduct or language described above, whether of a sexual or non-sexual nature, should promptly and clearly communicate that the behavior is offensive and unwelcome, and report the incident to an appropriate supervisor, manager, the Human Resources Office, or the EEO Office. Confidentiality will be protected to the extent possible. However, when an employee alerts management to the existence of harassment in the workplace, the District is obligated to promptly, thoroughly, and impartially inquire into the allegations, regardless of whether an official complaint has been lodged.

In addition to the management inquiry or investigation, employees have the right to file an EEO complaint or a grievance, but not both. (NOTE: In order for an EEO complaint to be timely filed, the latest harassing incident must have occurred within 45 days. For grievances, the time requirement is 15 days.) For sexual harassment claims, employees also have the option of filing a complaint through the military chain (10 USC Section 1561), concurrently with, or instead of, the EEO complaint process. The Executive Officer (CELRN-XO) is the point of contact for 10 USC Section 1561 complaints.

Harassing conduct in the workplace must be seriously dealt with as a management issue. Thus, I expect supervisors and managers to proactively monitor the work environment, and act swiftly, fairly, and effectively when unacceptable conduct is observed or reported. Employees also have an obligation to report violations, and they must feel free to do so. Therefore, **I will not tolerate adverse treatment of employees because they report harassment, or provide information related to such complaints.**

Appropriate corrective and/or disciplinary action will be taken when this policy is violated, either by engaging in inappropriate conduct, or failing to act upon reports of inappropriate behavior.

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BYRON G. JORNS
LTC, EN
Commanding

DISTRIBUTION:
All Nashville District Employees